

INSTRUCTIONS FOR OBTAINING FORMS – CHILD PLACING AGENCIES

Child Placing Agencies are required to use some of the forms listed below to comply with licensing rules. The other forms, while not required by rule, are designed to contain all the information required by the licensing rules and are recommended for use. The majority of the forms are available from the DHFS/DCFS/BRL website http://dhfs.wisconsin.gov/rl_dcfs/INDEX.HTM (click on Forms & Publications in the red navigation bar on the left of the screen). Forms may be reproduced as needed. If you do not have access to the Internet, or if the form you want is not available, a DMT-25 Forms/Publications Requisition must be completed and sent to the address below. Be sure to indicate the form number and the form title on the DMT-25 and fill in your name and address in the "SHIP TO" area of the requisition; this information must be provided in order for the request to be filled.

Department of Health and Family Services
Division of Children and Family Services
Forms Manager
P.O. Box 8916
Madison, WI 53708-8916

Form #	Form Title
CFS-74	Adoption Assistance Agreement
CFS-100A	ICPC Placement Request
CFS-100B	ICPC Report on Child's Placement Date or Change of Placement
CFS-103	Child's Personal Record
CFS-107	Foster Home Agreement Child Placed in Out-of-Home Care by Agency
CFS-111	Foster Home License
CFS-116	Foster Parent Insurance Program Loss of Claim or Damage
CFS-117	Foster Parent Insurance Program Verification of Claim
CFS-136	Formal Adoption Application
CFS-140	Adoptive Family Placement Agreement
CFS-149	Family History Questionnaire Medical / Genetic
CFS-149A	Family History Questionnaire Medical / Genetic – Pregnancy and Delivery Information
CFS-297	Request for Exception
CFS-362	Licensing Checklist – Child Placing Agency
CFS-369	Personnel Record Checklist – Child Placing Agency
CFS-380	Foster Child Record Checklist – Child Placing Agency
CFS-381	Foster Family Home File Checklist – Child Placing Agency
CFS-787	Child Foster Care Licensing Checklist
CFS-834	Foster Care Uniform Rate Setting
CFS-847	Application to DHFS Exceptions Panel for Exception to Ch. HFS 56 or Ch. HFS 38 (Foster Home / Treatment Foster Home Licensing)
CFS-871	Treatment Foster Home License
CFS-872A	Information for Foster Parents, Part A
CFS-872B	Information for Foster Parents, Part B
CFS-997	Medical Services Consent
CFS-1590	Voluntary Placement Agreement
CFS-2091	Child's Death, Serious Injury or Egregious Incident Notification
CFS-2132	Permanency Plan
CFS-2142	Staff Continuing Training Record-Child Welfare Programs
CFS-2146	Serious Incident Report
CFS-2186	Foster Parent Notice – Confidentiality of Records
CFS-2187	Foster Home Licensure Notification
CFS-2189	Foster/Group Home Child Placement Notification
CFS-2191	HFS 12 Negative Action Notice
CFS-2198	Foster Parent Insurance Program Damage Claim Checklist
CFS-2259	Adoptive Placement Checklist – Child Placing Agency
CFS-2343	Shift-Staffed Treatment Foster Home Exception Application Checklist
CFS-2386	Foster Home Information for WiSACWIS
DDE-6100	Client Rights Limitation or Denial Documentation.
DMT-25	Forms/Publications Requisition
EXS-263	Rehabilitation Review Application
HFS-64	Background Information Disclosure
PFS-101	It shouldn't hurt to be a child
PFS-105	Adoption Assistance Information
PFS-142	Understanding the Uniform Foster Care Rate
PFS-602	Applicant/Licensee Rights & Responsibilities
PSL-660	Guidelines for AIDS/HIV Infections & Other Communicable Diseases